Student Advisor -Mechanical Engineering
Tufts University

Job Title	Student Advisor -Mechanical Engineering
Department	Mechanical Engineering Department
Institution	Tufts University
	Medford, Massachusetts
Date Posted	Apr. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
	Educational Services
	Counseling Services
Job Website	https://jobs.tufts.edu/jobs/20317?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

At the Mechanical Engineering Department, we solve problems in Thermo-Fluid Systems (improving airplane flight, understanding how bacteria swim, or modeling blood flow in our bodies), in Material Mechanics and Processing (developing new smart materials by assembling atoms or improving energy storage), in Robotic, Automated, and Aerospace Systems (enhancing navigation performance to improving assistive robotics) and in Product Design and Human Factors (developing new educational technologies, medical technologies, and musical instruments).

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What You'll Do

Advises and counsels students on academic program of study; monitors student academic progress and identifies students of concern. Writes and updates orientation and resource materials. Researches and coordinates technology improvements for student records and processes.

Essential Functions:

Team/triage with the Dean of Graduate Education for the School of Engineering, the Dean of Academic Advising & Undergraduate Studies for the School of Engineering, and the Department to respond to faculty and student advising questions Counsel and advise students on academic program including course selection and requirements for majors and areas of concentration; develop and provide expertise on a disciplinary group of majors Assist students in making appropriate educational choices and decisions.

Conduct group information sessions as well as individual counseling Collaborate with and identifies University resources to support student and faculty advising.

Deploy resources (web, print, personnel) to better communicate academic policies. Maintain and update text for school section of Tufts Bulletin. Write and update orientation materials and documentation.

Collaborate with Office of Student Affairs to proactively identify students of concern.

Participate on periodic Students of Concern meeting. Review and approve student petitions, forms

Conduct degree certification with student records team. Create and distribute reports for faculty and administration. Work with technology services to streamline review processes (degree certification, academic standing, internal transfer) and to move toward digital student records. Work with technology services to implement and verify SIS rules changes related to new credit system. Work with faculty to satisfy ABET requirements and develop ABET reports.

What We're Looking For

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Basic Requirements:

• Bachelor's degree in science, math or engineering preferred
• Experience in academic advising, mentorship or education

Preferred Qualifications:

• Master's degree in STEM or Education disciplines

Pay Range

Minimum $47,800.00, Midpoint $59,850.00, Maximum $71,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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